

STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF THE STATE CONTROLLER
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INTEROFFICE MEMORANDUM

TO: All State Departments and Agencies

FROM: Laurie A. Andre, Supervisor
General Accounting Division

DATE: Original: June 11, 2004; Revised: January 6, 2005, January 5, 2006

SUBJECT: Vendor Forms

1. Current vendor forms are located at our web site: www.maine.gov/osc/forms.htm
2. Please use the newest, updated form; destroy all previous blank vendor forms. Any forms that have already been distributed to vendors will be accepted.
3. We will no longer accept faxed forms. Unless it is an URGENT issue. Do not mail a form you have faxed. We are required to keep the original on file. Agencies may want to keep a copy of the completed form in their files.
4. Make sure the form is filled out **completely** or it will not be processed. (see # 5c)
 - a. SSN or EIN must be given. (unless it's an international vendor w/o US TIN)
 - b. Full Name of person or business as filed with IRS. (one name per a form)
 - i. DBA listed second for individual persons or business.
 - c. REMITTANCE address ONLY. (Where checks are mailed to.)
 - i. Street OR PO Box. (NOT both)
 - ii. Must include City, State, & Zip
 - d. Signature of individual person or business agent only.
 - e. Current date, no older than three (3) months.

* More information on the internet at: www.maine.gov/osc/accounting/vendor.htm *

5. The form needs to be typed or printed clearly.
 - a. New Vendors: Vendors are to fill out one form as a new vendor.
 - i. Only check "NEW VENDOR" if it's truly new.
 - ii. Check "NEW VENDOR" if it's not currently known to MFASIS.
 - iii. Agencies are responsible for verifying that the vendor is not already in MFASIS.
 - b. Vendor changes: Vendors are to complete one form to notify us of the following changes:
 - i. Change in remit to address.
 - ii. Change in name, business name and/or Doing Business As name.
 - iii. Changing from a SSN to an EIN. (new number at the top, old number in "OLD" section of form.)
 - iv. Change in contact information.
 - c. Unclear or illegible forms will be returned to the agency listed at bottom of form, via inter-office mail or U.S. Postal Service, weekly. If none listed they will be disposed of.
 - d. Do not send new form for erroneous keying errors (typo), please email fix with ID# to current vendor entry person. (Tracie Perreault)
6. Forms are entered in the order in which they are received. Please allow 5 business days from date sent for Vendor Updates.
7. State employees must use their home mailing address, either street, rural route or post office box. Any worksite address for state employees will not be accepted.
8. Please include agency information.
 - a. Agency # & SHS #
 - b. Contact Name & Title (who can answer questions regarding vendor)
 - c. Phone number of Agency contact.

* More information for agencies also on the internet at: www.maine.gov/osc/accounting/vendor.htm *